

Essential School Clothing and Footwear Grant

Application for Assistance

2017/2018



ABERDEEN
CITY COUNCIL

To be considered for assistance with essential school clothing/footwear during session 2017/2018 your child/children must attend an Aberdeen City school regularly and you must be in receipt of certain benefits.

PLEASE COMPLETE IN BLOCK CAPITALS (in blue or black INK)

1. APPLICANT	
PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Full Name: Mr/Mrs/Ms/Miss _____	Full Name: Mr/Mrs/Ms/Miss _____
NI Number: _____	NI Number: _____
Relationship to child/children: _____	Relationship to child/children: _____
Current Address: _____	
_____ Post Code _____	
Telephone No.: _____	Mobile No.: _____

2. CHILDREN - Enter details of all children for which application is made.			Official Use Only
Only include a child who is attending school or is about to enter Primary 1 from August 2017 and ensure your child is enrolled in school before you apply. No award can be made for children attending Nursery School			
Do not include any child who will be 16 on or before 30 September 2017* as they may be eligible for an Education Maintenance Allowance (EMA). Further information on this Scheme can be found on Page 4 of the application form.			
Name of Child	Date of Birth	School to be attended from August 2017	Confirmed

IMPORTANT NOTES:

- From June – September we receive a large number of applications. **During this time we would ask that you do not call us to check on the progress of your application** as this may delay processing. Where possible, please email any query you may have to SCGrants@aberdeencity.gov.uk Due to the volume of applications we are unable to acknowledge receipt of your application but you may be contacted if we require further information.
- Applications for Clothing Grants received by **30 June 2017** (which have been completed correctly) will be processed by 1 August 2017. Applications received after this date will be dealt with as quickly as possible but may not be processed in time for the start of the school term. Allow at least 3 - 4 weeks for it to be processed. **However no payments will be made prior to mid July 2017. The closing date for submitting applications is 15 March 2018.**
- Only one Clothing Grant payment for each child can be made for each financial year (ie from April 2017 – March 2018) and a new application **MUST** be submitted every year.

3. BENEFITS			
You only need to provide evidence of ONE			
Please tick which benefit(s) you receive.			
BENEFIT RECEIVED	(√)	ACCEPTABLE EVIDENCE	Official Use Only
Income Support		All pages of an award letter dated within the last 6 months * OR Job Centre Plus Stamp. We are unable to accept your Tax Credits - Annual Review **	
Income-based Jobseekers Allowance AND/OR any income related element of Employment and Support Allowance (ESA)		All pages of an award letter dated within the last 6 months * OR Job Centre Plus Stamp. We are unable to accept your Tax Credits - Annual Review **	
Child Tax Credit but not Working Tax Credit with an annual income less than £16,105 or Universal Credit		All pages of your 2017/2018 Tax Credit Award Notice. We are unable to accept your Tax Credits - Annual Review **	
Both maximum Child Tax Credit and maximum Working Tax Credit with an annual income less than £6,420 or Universal Credit		All pages of your 2017/2018 Tax Credit Award Notice.	
Support under Part VI of the Immigration and Asylum Act 1999		Original Letter of Confirmation from the Home Office	
Housing and/or Council Tax Benefit <small>(25% single adult discount does not apply) If you stay outside Aberdeen you must provide written proof of benefit</small>		Claim No:	
Please ensure that you have been awarded benefits before submitting your application form			

This is to confirm that the person who has signed this form is currently in receipt of Income Support or Job Seekers Allowance (Income Based) or Employment and Support Allowance (Income Based)	Official Use Only	DWP Verification
	Only	

*If you require a copy of your award letter please call the DWP on 0845 608 8630

**If you require a copy of your Tax Credit award Notice please call HM Revenue and Customs on 0845 300 3900

4. DECLARATION

I declare that the information I have given on this form is correct, and I agree that the Authority may check the details of any part of this at any time

Signature:	Date:
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5. SUBMITTING YOUR APPLICATION

IF YOUR APPLICATION FORM IS NOT COMPLETE IT CANNOT BE PROCESSED. PLEASE ENSURE THAT YOU HAVE INCLUDED ALL THE INFORMATION REQUESTED ALONG WITH SUPPORTING EVIDENCE.

Send your completed form to:

**SCHOOL CLOTHING GRANTS
EDUCATION AND CHILDREN'S SERVICES
ABERDEEN CITY COUNCIL
BUSINESS HUB 13
SECOND FLOOR NORTH, MARISCHAL COLLEGE
BROAD STREET
ABERDEEN AB10 1AB**

Official Use Only	Supplier No	SDF	Letter	Pay Method	OK to pay
Date Received					

6. METHOD OF PAYMENT MUST be completed

	Tick box
I would like my grant paid into my bank/building society account	<input type="checkbox"/>
I would like to receive a cheque	<input type="checkbox"/>

If you would like your clothing grant paid into your bank/building society account please complete the section below and return with your application form.

PLEASE NOTE: POST OFFICE ACCOUNTS CANNOT BE ACCEPTED

Name of person holding
account.....

Address (with postcode).....
.....

Bank Name and Address.....
.....

Sort Code: (6 digits)

Account Number: (8 digits)

If you wish to receive your remittance advice by email:

e-mail address:.....

Signature..... Date:.....

If you have any queries regarding the BACS payment only contact the Finance Department on (01224) 665740

WHAT ELSE MAY I BE ENTITLED TO?

1. FREE SCHOOL MEALS

Free school meals are currently available to all P1-P3 children. They are also available for children from P4 onwards whose parents are in receipt of certain benefits - Income Support, Income Based Jobseekers Allowance, Child Tax Credit but no Working Tax Credit with an income under £16,105 or both maximum Child Tax Credit and maximum Working Tax Credit with an income under £6,420. Application forms are available from school and can be downloaded from the Council's website.

*****If eligible please register your child for free school meals. This registration now releases funding from the Government of £1200 per child direct to the school as part of the Pupil Equity Fund Government programme*****

2. EDUCATION MAINTENANCE ALLOWANCE (EMA)

An EMA is an award of £30 paid directly into a student's bank account if he/she stays on in school or college after their official school leaving date.

The award is assessed on household income and there are two income thresholds.

Up to £24,421 (for families with more than one dependant child in the household)

Up to £26,884 (for families with a single dependant child in the household)

Dependant children are those up to the age of 16 and those over the age of 16 and up to the age of 25 if they are in full time further or higher education

Students born between 1 March 1998 - 30 September 2001 can apply for EMA from August 2017.

Students born between 1 October 2001 - 28 February 2002 can apply for EMA from January 2018.

To be paid an EMA the student must

- have a bank account in their own name
- have a Learning Agreement with the school
- attend an Aberdeen City school

If your child is awarded EMA they may be entitled to apply for a Clothing Grant in their own right.

Further information on EMA can also be found on the Scottish Government's web site www.emascotland.com or on the Council website www.aberdeencity.gov.uk

Application forms are available from school, Marischal College or can be downloaded from the Council website.

Students who are planning to go to a Further Education College should contact the college for details of the application process.

The above awards will not affect any other benefits you may receive. Parents will continue to receive child benefit payments for students who stay in full time education.

The information collected on this form will be used for the purposes of assessing your application for a School Clothing Grant. Aberdeen City Council (ACC) will process your information fairly and lawfully and in accordance with the principles of the Data Protection Act 1998. The information may be used to contact you again in the future in relation to your application, but will not be disclosed to any other organisation.

For the purposes of processing your personal information, ACC is the Data Controller. For further details on how your information is used, how ACC maintain the security of your information and your rights to access information ACC holds about you, please contact the Directorate Support Manager, Education and Children's Services, Aberdeen City Council, Business Hub 13, Marischal College, Broad Street, Aberdeen AB10 1AB